**FCCAC Producer Rules and Regulations**

*2020*

**MISSION STATEMENT**

Falls Church Community Television (FCCTV) is a local PEG station (Public Access, Education, and Government) serving the City of Falls Church. The rules in these pages are established so we can provide quality assistance to the highest number of FCCAC members possible. If you need additional information, please visit our website [www.fallschurchcableaccess.com](http://www.fallschurchcableaccess.com) call us at 703-248-5538 or send us an email at info@fallchurchcableaccess.org.

1. **MEMBER REQUIREMENTS**
	1. Falls Church City residents\* and non-residents may become members of the FCCAC, entitling them to vote in the annual election so long as they:
		1. Are at least 18 years old\*\*
		2. Are FCCAC members in good standing
		3. Pay required membership fees to FCCAC on time

\*Falls Church City residents may be asked to submit proof of residency (e.g. a driver’s license or a utility bill) to qualify for Resident Member membership fees --.

\*\*A minor may become a member if a certified adult producer member assumes legal responsibility by completing all applications.

* 1. Exceptions to these requirements must be approved by the FCCAC Board of Directors after a written request has been submitted to the FCC-TV station staff
1. **PRODUCER REQUIREMENTS**
	1. To become a certified FCCAC producer, you must:
		1. Be at least 18 year old (submit proof of age)
		2. Be an FCCAC member in good standing
		3. Become certified to use station equipment and station facilities through FCCAC sponsored production workshops\*\*
	2. A non-resident who wishes to become an FCCAC producer¹ must:
		1. Be at least 18 years old (submit proof of age)\*
		2. Be an FCCAC member in good standing
		3. Become certified to use station equipment and studio through FCCAC production workshops\*\*

\*A Falls Church City resident or non-resident who is a minor may become a producer if a certified adult producer member assumes legal responsibility by completing all applications.

\*\*Access producers with prior video experience may gain certification by demonstrating knowledge of the rules and regulations and by passing a certification test administered by the FCC-TV station staff.

* 1. Exceptions to these requirements must be approved by the FCCAC Board of Directors after a written request has been submitted to the station staff
1. **VOLUNTEER REQUIREMENTS**
	1. To become a certified FCCAC volunteer, you must:
		1. Be at least 18 years old (submit proof of age)\*
		2. Be an FCCAC member in good standing
		3. Become certified to use station equipment and station facilities through FCCAC production workshops\*\*

\*A Falls Church City resident or non-resident who is a minor may become a producer if a certified adult producer member assumes legal responsibility by completing all applications.

\*\*Access volunteers with prior video experience may gain certification by demonstrating knowledge of the rules and regulations and by passing a certification test administered by the station staff.

1. **SCHOOL SAFETY**
	1. All members and guests are required to sign the FCCTV sign-in log upon entering and leaving the station.
	2. As FCCTV is located on the campus of George Mason High School, visitors are subject to Falls Church City School Board Policies 5.11 “Visitors to the Schools” and 5.11.1 “Public Conduct on School Property.”
		1. All producers who wish to use the station facilities between the hours of 9 am and 4 pm Monday through Friday are required to undergo a one-time background check with the Director of FCCPS Facilities and Security Services
		2. Between the hours of 9 am and 4 pm Monday through Friday, all guests must request access to the station through GMHS Security located at Door 19.
		3. Members and guests must exhibit proper conduct on school property.
2. **EQUIPMENT AND FACILITY USE**

FCCTV production and broadcast equipment exists for community programming purposes and may not be used for commercial or private use. Provided, however that, upon submission for broadcast to FCCTV, simultaneous or subsequent use elsewhere will be at the sole discretion of the Producer.

* 1. Reservations
		1. Only certified producers may reserve and use studio facilities and field equipment.
		2. Reservations must be made between 9 am and 5 pm through the station staff via phone or in person.{ must be in writing, via email or text }
		3. The certified producer must:
			1. Reserve equipment and/or studio at least two (2) business days in advance and no more than 30 days in advance.
			2. Check out and return equipment through the FCC-TV station staff.
			3. Sign an equipment checkout form at the time of equipment pick-up.
			4. Pay for replacement or repair to any equipment that is damaged or not returned while in his/her care. Producers are responsible for the return of all equipment, in an undamaged state and in {good} working order. If problems with equipment are discovered upon checking the equipment back in, producers will be responsible for the expense of repair or replacement
		4. Certified producers may reserve studio production facilities for up to a four (4) hour period once a week. This time includes set-up and breakdown time.
		5. Certified producers may check out field equipment for up to four (4) days (including the day the equipment is checked out).
		6. To insure personal safety, no more than 30 people may be in the studio before, during, and after any production. This number includes the producer’s crew, performers, FCC-TV station staff and spectators.
	2. Cancellations
		1. Producers must notify station staff at least 24 hours in advance of any business day the FCC-TV station is open, of any equipment/studio reservation changes or cancellations. Failure to do so will result in the following:
			1. First occurrence: Verbal warning
			2. Second occurrence: Suspension of production privileges for 30 days
			3. Third occurrence: Suspension of production privileges for 60 days
			4. Fourth occurrence: Referral to the station staff for action, which may include revocation of access membership
		2. Exceptions to these rules may be made at the discretion of the station staff.
1. **EDITING**
	1. FCCTV editing equipment exists for community programming purposes and may not be used for commercial or private use. Provided, however that, upon submission for broadcast to FCCTV, simultaneous or subsequent use will be at the sole discretion of the Producer
	2. Only certified producers and volunteers may reserve an editing computer in the station for up to a 4-hour period once per day.
	3. Only certified producers and volunteers may reserve an editing laptop for up to a 7-day period.
	4. Certified producers and volunteers who are city residents have priority for checking out equipment and using facilities and may preempt non-residents.
	5. Editing equipment must be reserved at least two (2) days in advance and no more than 30 days in advance.
	6. Cancellation of reserved editing time must be at least 24 hours in advance. Failure to inform station staff of cancellation will result in the following:
		1. First occurrence: Verbal warning
		2. Second occurrence: Suspension of production privileges for 30 days
		3. Third occurrence: Suspension of production privileges for 60 days
		4. Fourth occurrence: Referral to the station staff for action, which may include revocation of access membership.
	7. Producers are responsible for backing up all programs produced on FCCTV editing equipment due to regular data purging. Producers are advised to backup programs to their own external storage devices.
2. **EQUIPMENT AND FACILITY SAFETY**
	1. Food and drink are ONLY allowed in the main office space of the station. This applies to FCCAC producers, members, volunteers, and guests. **No food or drink is allowed in the studio, control room, or edit suite.** This will help the longevity of our equipment and facilities.
	2. As the editing laptops are circulated among Access producers and volunteers, station staff request that food and drink be kept away from the laptops.
		1. First occurrence: Payment for replacement or repair to the damaged laptop
		2. Second occurrence: Payment for replacement or repair to the damaged laptop and suspension of production privileges for 30 days
		3. Third occurrence: Payment for replacement or repair to the damaged laptop and permanent loss of laptop checkout privileges
3. **PRODUCTION**
	1. FCC-TV station staff will supply sufficient video storage devices for all studio and field productions. Producers are responsible for transferring data to their own external hard drives.
		1. For studio productions, data from the station’s video storage devices must be transferred to producers’ external hard drives on the station premises.
		2. For field productions, data from the stations video storage devices must be transferred to producers’ external hard drives prior to returning all equipment to the station.
	2. Producers will be charged for missing or damaged video storage devices.
	3. Programs produced with FCCTV production facilities shall be submitted for cablecast on FCCTV but simultaneous or subsequent use is at the sole discretion of the Producer.
	4. All programs submitted must be accompanied by a Program Submission Form.
	5. All programs are expected to meet industry technical standards. Minimum standards are an unbroken video and/or audio signal to the viewer.
4. **REFUSING SERVICES**
	1. The FCCTV staff may refuse the use of its facilities and services to individuals who interfere with the orderly conduct of community access programming as outlined in the document. Making false or misleading statements in the applications will be grounds for forfeiture of the privilege to use the cable channel, facilities, or equipment. The FCCTV staff may refuse to lend equipment to anyone who has, in the experience of the station staff, misused the equipment, failed to return it on time, or in any way abused the privileges of using the equipment and facilities. . Failure to abide by the rules and regulations herein stated will cause a violator to be placed on probation.
	2. Anyone who appears to be a danger to themselves, station staff, volunteers, or equipment will be refused service. The FCCTV staff can also restrict the number of personnel allowed in the premises in connection with any one production, if FCCTV staff believes it incapable of managing the station in the interest of safety at any time. All such behavior must be documented by station staff”
5. **PROGRAM CONTENT**
	1. FCCTV encourages the production of quality local community programming. The following rules apply to the content of all FCCTV productions and outside productions submitted for cablecast on FCCTV:
		1. Each producer accepts full responsibility for the content of any program he/she produces and holds harmless FCCTV staff and the FCCAC Board of Directors for any and all claims that may result during the production or from the cablecast of the producer’s program.
		2. Producers are full First Amendment speakers. This means the producer’s freedom to communicate is unfettered by censorship or by prior restraint. It also means that producers alone are responsible for what they communicate. Therefore, it is advisable for producers to become familiar with local and federal laws and other guidelines that may apply to program content or its transmission.
		3. In accordance with local, state, and federal laws, FCCTV programming must not contain:
			1. Obscene or indecent matter.
			2. The direct or indirect presentation of lottery information.
			3. Advertising material designed to promote the sale of commercial products or services.
			4. The direct solicitation of funds for any and all purposes.
			5. Material which constitutes libel, slander, invasion of privacy, or publicity rights, unfair competition, violation of trademark or copyrights, or which might violate any local, state, and federal law.
			6. Materials which require appropriate rights from broadcast stations, networks, sponsors, music licensing organizations, performers, representatives of copy holders, and other persons as may be necessary for cablecast unless the producer acquires written authorization for the use of such materials.
			7. All political programming must comply with the Federal Communications Commissions Rules and regulations on Political Broadcasting

<https://www.fcc.gov/media/policy/statutes-and-rules-candidate-appearances-advertising>

* + - 1. The FCCAC Board reserves the right to place the following announcements before any program that it considers controversial: *Access producer content does not necessarily reflect the views of FCCTV and the Producer is solely responsible for the content of this program.*
		1. Violations of these rules may subject the producer to immediate forfeiture of FCCTV production and airtime privileges.
1. **DISCLAIMER/CREDITS**
	1. All programs may be preceded on air by the standard FCCTV disclaimer. The following is the standard disclaimer: *The programs aired by FCCTV reflect the viewpoints of individual producers, and do not necessarily represent those of the station.*
	2. All programs should include the following attribution in the final credits: *This program was produced at the facilities of FCCTV or Falls Church City Community Television*.
	3. Producers may use video produced outside the FCCTV facilities (in accordance with copyright law) in their productions, provided they have received the copyright release and the license to do so.
2. **PROGRAM LENGTH**
	1. The total run time of the program is the length between the first video at the beginning of the program to the first black at the end of the program. Programs must fit into the 30-minute program increments used in the FCCTV programming schedule.
	2. Regular programs must have total run times of no more than 28 or 58 minutes.
3. **PUBLIC SERVICE/PROMOTIONAL ANNOUNCEMENT (PSA/PROMO)**
	1. Producers may create Public Service Announcements to raise awareness in the public interest.
	2. Producers may create promotional announcements to gain viewership for their programs.
	3. The following rules apply to all Access-produced PSA’s and Promos:
		1. The total run time should be 30, 60, 90, or 120 seconds.
		2. All submitted PSA’s an Promos must be accompanied by a PSA/Promo Submission Form and will be placed into the FCCTV Cablecast schedule where time allows and at the earliest convenience of staff.
		3. PSA’s must display the following Access disclaimer in fine print at the footer of the video: *Access producer content does not necessarily reflect the views of FCCTV.*
4. **GRANTS/UNDERWRITER/SUPPORT AND COPYRIGHTS**
5. While FCCTV produced programs may not be broadcast on FCCTV for financial gain, a producer may solicit independent funding of a program through grant programs, underwriting, or donations. An Access producer can at no time identify him/herself as a representative of FCCAC or of FCCTV, or that the program is for anything other than broadcast on FCCTV.
6. Producers retain the copyright to their works in perpetuity and the freedom to distribute their content through any other medium and throughout the world.
7. Any and all such originated or produced programming shall vest automatically in and belong exclusively to the Producer.
8. Producer shall be solely responsible for securing and maintaining copyright protection in all programming it produces and materials in its or its designee’s name.
9. Producers represent and warrant that they have full rights to transmit their programs including but not limited to rights to all photos, video works, and audio works and that they have obtained media releases from all individuals that appear in a video production.
10. On written request by FCCTV, Producer shall supply to FCCTV documentation supporting Producer’s copyright and provide such other assistance reasonably requested in connection with litigation in which Producer’s copyright in any copyrighted material is at issue
11. **ELECTRONIC BULLETIN BOARD**
	1. Any members may submit messages for cablecast on the electronic bulletin board. Messages may not include:
		1. Advertisement of for-profit businesses.
		2. Personal messages.
	2. Messages must include the following information:
		1. The name of the person, {email address } or group requesting the message.
		2. Run dates for the message.
		3. Information to include in the body of the message following the who, what, where, and when format.
	3. Space is limited, therefore information must be concise. Because of electronic bulletin board space limitations, some submitted message may be rejected or edited.
12. **PROGRAM SCHEDULING**
	1. Public Access channel space on FCCTV is available free of charge to certified producers.
	2. All requests for cablecast time must be submitted to the FCCAC Board The FCCTV staff will work with the producer to develop a schedule that is advantageous both to the producer and the viewing audience.
	3. A producer may be required to give up a regular time slot if episodes are not provided as scheduled.
	4. A live cablecast violating the program content rules will be terminated and may result in forfeiture of privileges to use the station equipment and facilities.
	5. In accordance with scheduling and program content rules and policies, the FCCAC Board maintains the following general priorities for scheduling Access cablecast time:
		1. Programs that are produced at the FCCTV studio, or with FCCTV equipment and facilities (editing, etc.)
		2. Programs which are part of regular series
		3. First-run programs
		4. Live programming
		5. Programs that fit the 30-minute increments used in the cablecast schedule and the standard for broadcast TV.
	6. Requests for exceptions to these rules must be submitted in writing to the FCCAC Board.
	7. Producers may also elect to submit their programs for down-streaming on the Falls Church Cable Access YouTube internet portal: FALLSCHURCHCABLEACCESS. Episodes will remain on the site for an indefinite period of time, but may be withdrawn at the request of a producer, at six month intervals.
13. **RESOLUTION OF DISPUTES**
	1. When disputes or disagreements occur between a potential or actual community Access producer and the station staff, the following steps will be taken to resolve the matter:
		1. The producer will schedule an appointment with the Falls Church City Director of Communications { the FCC-TV Station Manager } to discuss the matter. Such discussions must be scheduled within two (2) weeks of the date of the disputed request. A decision will be communicated in writing to the producer within one (1) week of the meeting.
		2. If the decision is unacceptable to the producer, the producer will schedule an appearance before an appointed subcommittee of the FCCAC Board of Directors. This meeting will take place within three (3) weeks of the date of the request to appear or at a mutually agreeable later date. At the time, the producer and the Falls Church City Director of Communications { FCCTV Station Manager } will present their positions. The subcommittee will make a recommendation in a timely fashion.
		3. If the subcommittee’s recommendation is unacceptable to the producer and/or the Falls Church City Director of Communications { correct this title }, the matter will be brought before the FCCAC Board of Directors at a regularly scheduled meeting of the Board. This request will then be placed on the agenda. At the meeting, all sides in the dispute shall present their positions regarding the matter. Based upon the presentations made by the parties, the Board will make a final resolution of the dispute in a timely fashion.

 **“By signing below, I acknowledge that I have carefully read and understood all of the above FCCAC Producer Rules and Regulations and agree to the terms set forth hereunder.**

**Producer (s) Name (s) Date**

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**Page 10 of 10.**